



Council Policy Committee – (2015)

*Marcia Jensen, Mayor
Barbara Spector, Vice Mayor*

SPECIAL MEETING

TOWN OF LOS GATOS TOWN COUNCIL POLICY COMMITTEE

AGENDA

**TOWN COUNCIL CHAMBERS
110 EAST MAIN STREET
APRIL 2, 2015 – 2:30 P.M.**

MEETING CALLED TO ORDER

ROLL CALL

VERBAL COMMUNICATIONS *(Three minute time limit)*

1. Approval of the March 19, 2015 Council Policy Committee Draft Minutes
2. Discuss and approve recommendations regarding Council Policy Committee Scope, Proposed Work Plan, Proposed Definitions for Council Policy and Administrative Guideline, and Meeting Schedule
3. Receive a verbal report and provide direction as appropriate on the following land use policies:
 - a. 1-34: Historic Overlay Zone Review Process
 - b. 1-37: Personal Service Businesses in the C-2 Zone
 - c. 1-40: Restaurants and Specialty Retail Businesses that offer Food Products Policy
 - d. Formula Retail
4. Discuss and receive direction from the Policy Committee on the development of a Council Policy for flag protocol
5. Future Agenda Items

ADJOURNMENT

Attachments:

1. March 19, 2015 Policy Committee Draft Minutes
2. Staff Report: Council Policy Committee Scope, Proposed Work Plan, Proposed Definitions for Council Policy and Administrative Guideline, and Meeting Schedule

cc: Post (*also posted on Town Web*)
Town Council

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Manager's Office at (408) 354-6854. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting [28 CFR §35.102-35.104]

DRAFT

TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE
March 19, 2015, 2:30 p.m.

110 E. Main Street
Town Council Chambers
Los Gatos, California

MINUTES

Call to Order

Council Policy Committee meeting was called to order at 2:30 p.m.

Members and Staff present:

Mayor Marcia Jensen
Vice Mayor Barbara Spector
Les White, Interim Town Manager
Robert Schultz, Town Attorney
Laurel Prevetti, Assistant Town Manager/CDD Director
Christina Gilmore, Assistant to the Town Manager
Vilcia Rodriguez, Special Project Coordinator

Verbal Communications

None.

Agenda Items

**1. Approval of February 26, 2015 Council Policy Committee Meeting Minutes
Committee Action:**

The Committee unanimously approved the draft minutes with no changes.

**2. Review and approve proposed changes to the Commission Appointment
Council Policy**

The Policy Committee made changes to the Policy to clarify that Town Commissioners may be appointed by the Town Council to serve as representatives of their Commission on other Town Committees, such as but not limited to Conceptual Development Advisory Committee and the General Plan Committee.

Current Text (Policy Section):

"To ensure the greatest possible participation by the public, it is the Town's policy that no person shall be appointed to more than one Commission except in those cases where they are ex-officio members of other Boards, Commissions and Committees. This Policy does not apply to Commission members serving as representatives of

their Commission on joint committees such as the Conceptual Development Advisory Committee and the General Plan Committee.”

Revised Text (Policy Section):

“To ensure the greatest possible participation by the public, it is the Town's policy that no person shall be appointed to more than one Commission except in those cases where they are ex-officio members of other Boards, Commissions and Committees. ~~This Policy does not apply to Commission members serving as representatives of their Commission on joint committees such as the Conceptual Development Advisory Committee and the General Plan Committee.~~ This Policy does not apply to Commission members serving as representatives of their Commission who have been appointed by the Town Council.”(Revised on 4/xx/15)

3. Review and approve the draft Social Media Policy

The Policy Committee expressed concerns with the proposed Policy being too broad by allowing staff to represent/communicate on behalf of the Town when the Mayor and Town Manager speak on behalf of the Council and the Town, respectively.

The Policy Committee recommended that this item be reviewed by the full Council for direction as part of the Council's Strategic Goals discussion. Staff should make a presentation that answers questions such as: What are other agencies doing? What are sample best practices? Why does the Town need a social media presence? How will the Town regulate individual employees? What are the legal implications?

4. Review and discuss a proposed work plan regarding the Civic Facility Use Policy

The Policy Committee directed staff to return to next Policy Committee with a revised work plan that is broken into manageable sections giving priority to areas that are in greatest demand, such as the Library. The Policy Committee also directed staff to include the Civic Master Plan in the revised work plan and confirm if the Plan includes information that can be used for the Civic Facility Use Policy. Staff should present the proposed work plan to the Council for direction and approval.

The Policy Committee directed staff to provide the Committee with a copy of the City of San Jose's street light banner policy.

The Policy Committee directed staff to provide the Committee with an index of the items in the Town's Administrative Manual and identify those documents that are guidelines from potential Council policies and bring forward the policy documents for Policy Committee review and action.

5. Provide guidance on a potential Council and Media Notification of Significant Events Council Policy

The Policy Committee asked for a definition of “significant events” and how staff determines when Council is informed of these events. The Committee expressed

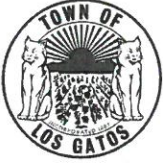
concerns with the “lag time” that filters may be creating that can lead to Council Members not having the same information at the same time.

The Policy Committee directed staff to define what may constitute a significant event, such as murder, fire, etc., guidelines for communicating with Council, and timely response mechanism for Council direction.

6. Future Agenda Items

- Provide a status report and approve staff recommendations regarding the following Council Policies:
 - 1-34: Historic Overlay Zone Review Process
 - 1-37: Personal Service Businesses in the C-2 Zone
 - 1-40: Restaurants and Specialty Retail Businesses that offer Food Products Policy
 - Formula Retail
- Provide an index to the Administrative Policy Manual and identify items for Policy Committee action

Meeting adjourned at 3:55 p.m.



MEETING DATE: 04/02/15
ITEM NO: 2

POLICY COMMITTEE REPORT

DATE: MARCH 27, 2015

TO: POLICY COMMITTEE

FROM: *for Lauree Pruett* LES WHITE, INTERIM TOWN MANAGER

SUBJECT: COUNCIL POLICY COMMITTEE SCOPE, PROPOSED WORK PLAN,
PROPOSED DEFINITIONS FOR COUNCIL POLICY AND ADMINISTRATIVE
GUIDELINE, AND MEETING SCHEDULE

RECOMMENDATIONS:

1. Review and validate the Policy Committee's Purpose Statement and forward to the Council for its approval:
 - a. "To identify and address areas, issues, and concerns where Town Council policy needs to be communicated, documented, clarified, or developed in order to enhance the effectiveness of the Council in carrying out its policy making role in the Council/Manager form of government."
2. Review and approve the proposed Policy Committee Work Plan, and forward to the Council for its approval.
3. Review and approve the following proposed definitions for Council Policy and Administrative Guideline and forward to the Council for its approval:
 - a. Council Policy: A Council Policy is an official position taken by or a direction given by the majority vote of the Town Council or through Council resolution on a specific need, problem, or issue that affects the Town at large. A Council Policy establishes the goals and principles to guide the Town's current or future action with regard to concerns, problems, or opportunities. A Council Policy can also be a plan or approach to a specific need, problem or issue. Council policies, when implemented, assist in achieving the Town Core Values and Strategic Goals.
 - b. Administrative Guideline: An Administrative Guideline is a set of standards, criteria, procedures, or specifications to be used and/or followed by Town staff in its performance of certain tasks and/or implementation of Council Policy, legal compliance, regulatory mandates, etc. A guideline is a document approved by the Town Manager or his/her designee for internal use by staff.
4. Review and approve a standing meeting schedule for the Policy Committee.

PURPOSE:

The purpose of this report is to provide historical information on the purpose of the Policy Committee to help guide the review and discussion of the scope of the Committee and its work plan. In addition, this report proposes a regular Committee meeting schedule and definitions to distinguish a Council Policy from an Administrative Guideline.

DISCUSSION:

Council Policy Committee Purpose Statement

In preparation for this report, staff conducted an extensive search of historical information, including Town ordinances, staff reports, and other documents to understand the background and purpose of the Council Policy Committee. Although specific information on the origin of the Policy Committee has not yet been uncovered, several staff reports dating back to 2003 provide information on Policy Committee discussions around purpose and focus areas. These reports are included in Attachment 1.

In May 6 and June 3, 2003, the Policy Committee met to discuss its role and goals, identify policy focus areas, and develop a policy work plan. In particular, Committee discussions centered around three themes: “(1) the long-standing tenure of previous Council Members with respect to their knowledge of unwritten Council policies and practices; (2) consideration of where Town Council policies may be deficient; and (3) the creation of a policy reference library.” To address these issues, the Committee discussed the concept of setting a framework for policy development through the establishment of formal, yet flexible Council roles, expectations, and protocols. From these discussions, the Policy Committee also developed the following statement of purpose:

“To identify and address areas, issues, and concerns where Town Council policy needs to be communicated, documented, clarified, or developed in order to enhance the effectiveness of the Council in carrying out its policy making role in the council/manager form of government.”

On June 16, 2003, the Committee presented a draft work plan and purpose statement to the Council. The Council agreed with the statement of purpose and with some items from the Committee work plan, but deferred others for further Council discussion. Since then, it appears that the Policy Committee purpose statement has not been formally reviewed by the Committee or Council. Staff recommends that the Policy Committee review and confirm the Committee’s purpose statement and forward it to Council for its approval. The Committee’s approved purpose statement will inform the work of the Committee and its work plan.

Draft Work Plan

In December 2014, the Policy Committee began its comprehensive review of Council adopted policies. During the document discovery phase, staff uncovered additional documents. To date, 23 Council Policies and 76 land use policies and other related documents (47 land use policies, 17 guidelines and standards, four procedures, and eight plans) have been presented to the Policy Committee for its review.

DISCUSSION (cont'd):

At the March 19, 2015 meeting, the Committee expressed an interest and priority to review existing land use documents, and deferred the development and review of new policies to the full Council for its review and approval. However, as part of the Committee's review of staff proposed work plan for a Civic Facility Use Policy questions were raised regarding the Town's Administrative Manual. Direction was given to staff to provide an index of the current Administrative Manual to determine if it contained policies that should be reviewed by the Committee. Staff did not find an index; however, Attachment 2 contains a summary of the Administrative Manual contents identified to date. In addition, staff was also directed to return to the Policy Committee with a revised Civic Facility Use Policy work plan.

Given the resources invested to date to support the Committee's efforts and the recent Policy Committee direction to expand the scope of its work, a clear and defined work plan with priorities and timelines will help focus the work of the Committee. Attachment 3 contains a proposed Work Plan for the four main policy categories based on prior Committee discussions: Land Use, Civic Center Facilities Use, Council Policies, and Administrative Manual. Highest priority is given to the Land Use Policies, followed by the Civic Center Facilities Use, Council Policies, and Administrative Manual. Within each category, a brief summary of accomplishments and next steps are provided with estimated timelines.

The Policy Committee should review, discuss, amend, and approve its Work Plan, and forward it to the full Council for its evaluation against other Council priorities.

Definitions

In addition to the draft Policy Committee Work Plan, staff is also recommending the development of standard definitions for Council Policy and Administrative Guideline to guide the review and evaluation of Town documents. Throughout the Policy Committee's policy review, there has been confusion stemming from the lack of standard definitions for and clear distinction between a Council Policy and Administrative Guideline, as well as from different interpretations of these two terms. The Town has loosely applied the word "policy" to any Council approved and/or Town Manager approved direction without a set of criteria, and as a result in some cases policy level decisions have been made by staff without being reviewed by the Council for formal approval. Adoption of a set of standard definitions should help reduce or eliminate these issues in the future and assist staff in identifying those documents that should be brought forward to the Policy Committee for its review.

Based on research of definitions used by other agencies and staff's recommendation, staff has developed the following proposed definitions for the Policy Committee's consideration. Upon the Policy Committee's approval, the proposed definitions will be presented to the Council for its approval.

Council Policy: A Council Policy is an official position taken by or a direction given by the majority vote of the Town Council or through Council resolution on a specific need, problem or issue that affects the Town at large. A Council Policy establishes the goals and principles to guide the Town's current or future action with regard to concerns, problems or opportunities. A Council Policy can also be a plan or approach to a specific need, problem or issue. Council policies, when implemented, assist in achieving the Town Core Values and Strategic Goals.

DISCUSSION (cont'd):

Administrative Guideline: An Administrative Guideline is a set of standards, criteria, procedures, or specifications to be used and/or followed by Town staff in its performance of certain tasks and/or implementation of Council Policy, legal compliance, regulatory mandates, etc. A guideline is a document approved by the Town Manager or his/her designee for internal use by staff.

Committee Schedule

Given the significant Policy Committee workload, project complexity, and the limited staff resources, staff is recommending that the Policy Committee set a standing meeting schedule similar to other Town committees, boards and commissions to provide consistency, allow staff more time for meeting preparation, and facilitate planning.

Current practice has been to schedule meetings in advance three to four meetings at a time based on Committee member and staff availability or policy review urgency. In general, the Committee has been meeting twice per month on the second and fourth Thursdays of the month from 2:30 p.m. to 4:00 p.m. in the Council Chambers.

Staff proposes that the meetings be scheduled to one per month on the second or last Thursday of the month from 2:30 p.m. to 4:00 p.m. in the Council Chambers. Setting a meeting schedule would not prevent the Policy Committee from scheduling special meetings as needed or canceling standing meetings.

CONCLUSION:

Upon consideration of staff recommendations by the Policy Committee, the approved recommendations will be forward to the full Council for its approval.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

FISCAL IMPACT:

No financial impact is associated with these recommendations.


Attachments:

1. Historical information about the Policy Committee
2. Administrative Manual Contents (incomplete)
3. Draft Policy Committee Work Plan



MEETING DATE: 11/7/2005
ITEM NO. 11

COUNCIL AGENDA REPORT

DATE: NOVEMBER 7, 2005
TO: MAYOR AND TOWN COUNCIL
FROM: DEBRA J. FIGONE, TOWN MANAGER 
SUBJECT: DISCUSS COUNCIL POLICY COMMITTEE RECOMMENDATIONS AND
SET POLICY DEVELOPMENT WORK PLAN FOR COUNCIL POLICY
COMMITTEE

RECOMMENDATION:

It is recommended that Council discuss Council Policy Committee recommendations and set a policy development work plan for the Council Policy Committee.

PURPOSE:

The purpose of this report is to present Council with information concerning a variety of policy focus areas as recommended by the Council Policy Committee to enable Council to prioritize and establish a policy development work plan for the Committee.

BACKGROUND:

On Monday, October 4, 2005, the Council Policy Committee (Vice Mayor McNutt and Council Member Spector) met to review and discuss current and carried over (from previous fiscal years) policy focus areas for future development, prioritization, and Council consideration. During its meeting, the Committee also reviewed its role and purpose established by Council in June 2003. The Council Policy Committee Statement of Purpose is: "To identify and address areas, issues, and concerns where Town Council policy needs to be communicated, documented, clarified, or developed to enhance the effectiveness of the Council in carrying out its policy making role in the Council/Manager form of government." The October 4th Committee draft minutes are attached for Council's information (Attachment No. 1) and will be approved by the Committee at a future Council Policy Committee meeting.

PREPARED BY:


JENNY HARUYAMA

Administrative Programs Manager

N:\MGRJ\Haruyama\Staff Reports\Council policy committee priority.wpd

Reviewed by: PSS Assistant Town Manager OK Town Attorney _____ Clerk Administrator
_____ Finance _____ Community Development

Revised: 10/25/05 2:13 pm

Reformatted: 5/30/02

ATTACHMENT 1

PAGE 2

MAYOR AND TOWN COUNCIL

SUBJECT: DISCUSS COUNCIL POLICY COMMITTEE RECOMMENDATIONS AND SET
POLICY DEVELOPMENT WORK PLAN FOR COUNCIL POLICY
COMMITTEE

October 4, 2005

DISCUSSION:

The following section discusses the policy focus areas reviewed by the Committee, related policy considerations, and staff time estimated to complete each policy area as reflected in the attached matrix (Attachment No. 2). The Committee's recommended policy focus areas for Council consideration are also discussed.

Policy Focus Areas and Matrix

The Committee discussed the following current and carried over (from previous fiscal years) policy focus areas in no order of priority:

- Process for Providing Feedback to Commissions
- Guidelines for Commissions/Boards as relates to External Activities
- Corporate Sponsorship/Donations
- Requests for Memorials to Members of the Public
- Street Renaming
- Guidelines for Participation of Community Organizations in Town-sponsored Events

The attached matrix (Attachment No. 2) describes in more detail, policy focus areas, related policy considerations, and estimated required staff involvement for each policy area. The following section outlines the Committee's policy focus area priority recommendations for Council discussion.

Council Policy Committee Recommendation

The Committee recommends that Council discuss policy focus areas 1-3 as reflected on the attached matrix as the priority work items to undertake. These are numbered for reference purposes only, they are not in priority order. All 3 policy focus areas would be worked on concurrently.

As Council will note, the recommended areas are complex and have multiple dimensions. At this time, the Policy Committee recommends that Council consider undertaking each policy focus area in its entirety, rather than breaking the policy issues down into subsets or subcategories. However, this approach could change as the issues are worked through by the Committee. Council concurrence or additional direction is desired regarding this approach. Council comment on "policy considerations" as presented in the attached matrix is also requested.

Upon Council direction, the Committee would develop the policy focus areas prioritized by Council and if feasible, direct staff to work on them simultaneously with an estimated completion by the end of the fiscal year. The Committee could schedule a policy status check in with Council or develop partial draft policies for Council's review and comment by Spring 2006.

PAGE 3

MAYOR AND TOWN COUNCIL

SUBJECT: DISCUSS COUNCIL POLICY COMMITTEE RECOMMENDATIONS AND SET
POLICY DEVELOPMENT WORK PLAN FOR COUNCIL POLICY
COMMITTEE

October 4, 2005

CONCLUSION:

The work plan established by Council can be modified should Council needs and priorities change.

FISCAL IMPACT:

There is no significant additional fiscal impact associated with the establishment of a policy development work plan. However, it is important to note that work plan priorities and completion dates should be made in consideration of available resources. Staff within the Town Manager's Office will provide the necessary policy development support.

Attachments:

Attachment No. 1: Draft Council Policy Committee Minutes Dated October 10, 2005
Attachment No. 2: Draft Policy Council Policy Committee Matrix

DRAFT

**TOWN OF LOS GATOS
COUNCIL POLICY COMMITTEE
MONDAY, OCTOBER 10, 2005
4:00 P.M.**

110 E. MAIN STREET
LOS GATOS, CALIFORNIA

MINUTES

1. ROLL CALL

Council Policy Committee meeting was called to order at 4:00 p.m.

Members Present: Vice Mayor Diane McNutt and Council Member Barbara Spector
Also Present: Debra Figone, Town Manager; Pamela Jacobs, Assistant Town Manager; Jenny Haruyama, Administrative Programs Manager; and Scott Seaman, Chief of Police

Council Member Steve Glickman was present in the audience.

2. VERBAL COMMUNICATIONS

Rick Parfitt addressed the Council Policy Committee regarding posting of information related San Jose Water Company's logging plan in the Santa Cruz Mountains.

Debra Figone, Town Manager explained the Town's current practice and that staff would evaluate his request and advise Council accordingly.

3. STAFF REPORT

Debra Figone, Town Manager provided a high level overview of the purpose of the Council Policy Committee and its past practices as it relates to policy development and prioritization processes. Ms. Figone reviewed a draft Policy Focus Area Matrix, describing current and carried over (from previous fiscal years) policy focus areas, policy considerations, and potential timeline for completion.

4. COMMITTEE ACTION

The Committee recommended that following policy focus areas (in no particular order of priority) be presented to Council for consideration:

- Corporate Sponsorship/Donations/Solicitations
- Process for Providing Feedback to Commissions/Boards
- Guidelines for Commissions/Boards as relates to External Activities

5. ADJOURNMENT

The meeting was adjourned at 5:15 p.m. A future meeting was not scheduled.

Draft Policy Council Committee Policy Focus Area Matrix

Item	Description	Policy Considerations	Estimated Staff Involvement
1. Solicitation of Sponsorships/Donations	<p>This policy issue has multiple layers and relates to using the solicitation of sponsorships/donations to achieve Town goals and objectives. This issue also would establish criteria for accepting/redirecting unsolicited donations.</p> <p>Elements of a sponsorship/donation policy could include, but are not limited to:</p> <ul style="list-style-type: none"> Setting fundraising objectives and parameters and guidelines for soliciting sponsors/donors Identifying sponsors/donors and sponsor benefits in exchange for sponsorship (e.g. naming rights) Managing sponsorship relationships Monitoring progress and measuring success Establishing criteria to accept or redirect unsolicited donations 	<ul style="list-style-type: none"> Is it appropriate for the Town to actively solicit donations or fundraise to achieve Town goals? Who should be sanctioned to conduct the fundraising? How are sponsors identified? What is the Town's policy on naming events/facilities for sponsorship? What type of criteria should be developed to ensure an ethical process? What type of Town programs would be funded through this mechanism? Would ongoing operations be funded? One time events/projects? How are issues of sustainability addressed? 	<p>Requires staff research and analysis of municipal/non-profit corporate sponsorship programs.</p> <p>Estimated time to complete: 6 months-1 year.</p>
2. Guidelines for Commission, Boards, [and Council*] as related to External Activities	<p>This policy issue would establish guidelines for current commission, board members, and Council as it relates to involvement/participation in non-Town external activities. *The Committee added Council Members to this policy discussion given its application. It would also explore the type of external activities that could potentially be considered a conflict of interest for current and future Town Board/Commission members. An example of a potential conflict of interest could be membership on an external board that receives funding from the Town or contracts/consults with the Town.</p>	<ul style="list-style-type: none"> What factors determines a conflict of interest for existing Council/Commission/Board members? How does this policy issue relate to future commission/board candidates when considering applicants for boards/commissions? Are there ethical concerns about former Council members' participation on boards/commissions? (e.g. revolving door policy which could prohibit involvement for a period of time) 	<p>Requires general staff research and analysis as some preliminary research has been completed.</p> <p>Estimated time to complete: 6 months.</p>
3. Process for Providing Feedback to Commissions & Boards	<p>This policy item involves developing a mechanism for Council to provide feedback to individual commissioners or commissions/boards if patterns of decision making or behavior are not aligned with Town Council expectations.</p> <p>Current Council Code of Conduct policy authorizes Mayor to counsel members of commission/boards.</p>	<ul style="list-style-type: none"> Operating within the parameters of the Brown Act, how would the Council present its feedback to individual commissioners or commission? Does the current Code of Conduct provide adequate opportunity for commission/board feedback? What other means could be employed to provide feedback to commission/board 	<p>Some research into this policy issue has been conducted.</p> <p>Estimated time to complete: 6 months.</p>

Draft Policy Council Committee Policy Focus Area Matrix

		<ul style="list-style-type: none"> members? How? How would the Council determine that feedback is needed? How would it be accomplished? What are the grounds for removing a commission member before his/her time has expired? 	
4. Requests for Memorials to Members of the Public	This policy issue involves the siting of memorials on or in Town facilities. This policy matter would also discuss memorial opportunities and guidelines related to the acceptance or redirection of memorial donations given to the Town.	<ul style="list-style-type: none"> How does staff respond to requests? Case by case, combined with a menu of alternatives (bench, tree, plaque)? What does the Town do with items given to the Town in memory of a person, place, or thing? How does the Town view requests to name Town facilities in memory of individuals? 	<p>Requires research and analysis.</p> <p>Estimated time to complete: 3-6 months.</p>
5. Street Renaming	This policy issue involves the development of criteria to guide requests to rename of new or existing streets.	<ul style="list-style-type: none"> Policy framework has been established and drafted for street renaming. Policy framework would address guidelines for developing new street names, given the age of the Town's current street name list and policy practices. 	<p>Research and draft policy framework has been completed.</p> <p>Estimated time to complete: 3 months.</p>
6. Guidelines for Participation of Community Organizations in Town-Sponsored Events.	This policy issue is related to the participation of community organizations in Town-sponsored events, such as 4 th of July and/Screen on the Green.	<ul style="list-style-type: none"> Should this policy issue be addressed at a Council or administrative level? 	<p>Draft policy has been developed, but not yet discussed or reviewed by Co</p> <p>Estimated time to complete: 3-6 months.</p>

	<p>ITEM #10 Continued</p> <p>COUNCIL DISCUSSION</p>	<ul style="list-style-type: none"> • Questioned the community benefits discussed between the Town and Sobrato Properties. • Questioned whether the "donations/suggestions" listed in the staff report are not offers, but discussion points at this time. • Commented on willingness between the applicant and the Town of Los Gatos to discuss "donations/suggestions" at another time. • Commented that the actions listed under Section 1 of the Community Benefits Agreement have been met. <p>Mr. Shenk, Vice President, Sobrato Properties provided clarification regarding the Community Benefits Agreement with Sobrato Properties.</p> <p>Motion by Mrs. McNutt to Adopt resolution authorizing Town manager to execute modified Community Benefit Agreement to the Los Gatos Gateway Planned Development (Light Rail Shuttle) with the an amendment to offer eco-passes to the residents during initial lease-up period.</p> <p>Seconded by Mr. Glickman.</p>
48 PM	MAYOR CALLED THE QUESTION	Carried unanimously.
8:49 PM	<p>ITEM #11</p> <p>COUNCIL MATTERS</p> <p>DIRECTION COUNCIL POLICY COMMITTEE</p>	<p>ITEM #11 COUNCIL MATTERS</p> <p>Discuss Council Policy Committee recommendations and provide direction on policy development work plan for the Council Policy Committee.</p> <p>Staff report made by Debra Figone.</p>
8:50 PM	OPEN/CLOSE PUBLIC COMMENT	

8:50 PM	<p>ITEM #11 Continued</p> <p>COUNCIL MATTERS</p> <p>DIRECTION COUNCIL POLICY COMMITTEE</p> <p>COUNCIL DISCUSSION</p>	<ul style="list-style-type: none"> Requested to move forward with Item #3 regarding process for providing feedback to commissions and boards as soon as possible. <p>Motion by Mr. Pirzynski to accept recommendations of the Policy Committee to focus concurrently on the policy areas of:</p> <ol style="list-style-type: none"> Solicitation of corporate sponsorships/donations; Guidelines for commissions/boards as relates to external activities; and Process for providing feedback to commissions. <p>The motion also includes request to the Policy Committee to address item #3 in a timely fashion.</p> <p>Seconded by Mr. Glickman.</p>
8:52 PM	MAYOR CALLED THE QUESTION	Carried unanimously.
8:53 PM	<p>COUNCIL COMMENT Continued</p>	<p>Mr. Wasserman</p> <ul style="list-style-type: none"> Gave update relating to the local citizen's Emergency Preparedness Committee meeting regarding families who have re-located to the bay area from the Gulf Coast. <p>Mr. Pirzynski</p> <ul style="list-style-type: none"> Gave update on the Cities Association-sponsored Ethics Forum.
8:55 PM	<p>ITEM #12</p> <p>MANAGER MATTERS</p>	<p>ITEM #12 MANAGER MATTERS</p> <p>None.</p>
8:56 PM	MEETING ADJOURNED	

Submitted by:

Attest:


Jackie D. Rose, Deputy Clerk

MarLyn J. Rasmussen, Clerk Administrator
Secretary to the Redevelopment Agency



MEETING DATE: 6/16/03
ITEM NO. 31b

COUNCIL AGENDA REPORT

DATE: JUNE 16, 2003
TO: MAYOR AND TOWN COUNCIL
FROM: DEBRA J. FIGONE, TOWN MANAGER 
SUBJECT: DISCUSS COUNCIL POLICY COMMITTEE'S PROPOSED STATEMENT
OF PURPOSE AND POLICY WORK PLAN

RECOMMENDATION:

It is recommended that the Town Council discuss and give direction regarding the Council Policy Committee's proposed statement of purpose and policy work plan.

BACKGROUND:

At its May 6 and June 3, 2003 meetings (Attachment 1 & 2), the Council Policy Committee reflected upon its role and goals, identification of policy focus areas, and the development of a policy work plan. In particular, the Committee's discussions centered around three themes: (1) Council Members' knowledge of unwritten Council policies and practices; (2) consideration of where Town Council policies may be deficient; and (3) the creation of a policy reference library. These discussions led to the development of a Committee statement of purpose and the identification of a priority policy focus area which is discussed in further detail in the section below.

DISCUSSION:

After discussing its purpose and various policy focus areas and reviewing existing Council policies, the Council Policy Committee developed a statement of purpose and determined that there was a priority need to explore the concept of setting a framework for policy development through the establishment of Council roles, expectations, and/or protocols. The following provides an outline of the Council Policy Committee's proposed statement of purpose and policy work plan, which reflects a desire to develop a Council Protocol Policy.

PREPARED BY:


JENNY HARUYAMA
Administrative Analyst

N:\MGR\JHaruyama\Staff Reports\council policy committee status update.wpd

Reviewed by: PSJ Assistant Town Manager OK Town Attorney _____ Finance
Revised: 6/11/03 9:22 am

Reformatted: 5/30/01

PAGE 2

TOWN COUNCIL AGENDA REPORT

SUBJECT: DISCUSS COUNCIL POLICY COMMITTEE'S PROPOSED STATEMENT OF PURPOSE AND POLICY WORK PLAN

June 16, 2003

Council Policy Committee Statement of Purpose

Prior to discussing the refinement of existing Council policies and/or the development of new policies, the Council Policy Committee chose to reflect on its purpose, which resulted in a discussion of the Committee's goals and desired outcomes. The intent of the statement of purpose is to provide the Committee with a sense of direction when addressing policy issues. The Committee developed the following statement of purpose for Council's review and comment:

Council Policy Committee Statement Purpose

"To identify and address areas, issues, and concerns where Town Council policy needs to be communicated, documented, clarified, or developed in order to enhance the effectiveness of the Council in carrying out its policy making role in the council/manager form of government."

Proposed Policy Focus Area and Work Plan

As discussed earlier, the Council identified a priority need to explore the concept of setting a framework for policy development through the establishment of Council roles, expectations, and/or protocols. To accomplish this, the Committee recommends the development of a Council Protocol Policy, similar to those adopted by other California Cities. As a starting point, this policy could reflect the discussions at the January 2003 Council Retreat (Attachment 3), which focused on Council leadership, cooperation, and relationships among Council Members and others.

While Council protocol policies range in topic and subject matter, they share several common themes. Categories found in protocol policies include, but are not limited to:

- Mayor, Vice Mayor, and Council Member Roles, Responsibilities, and Relationships
- Legal and Ethical Standards
- Council Conduct
- Council/Staff Relations
- Council/Boards/Commissions/Committee Relations
- Council/General Public Relations
- Confidentiality
- Conflict of Interest
- Representing Official Town/City Positions

Upon Council discussion and direction, the Committee would research and draft a Council Protocol Policy for Council's review and consideration. Given the complexity of these relational issues, the Committee may develop a partial draft policy for Council's review, including the roles, responsibilities and relationships of the Mayor, Vice Mayor, and Council Members; legal and ethical standards; council conduct; and council/staff relations. It is envisioned that the Committee would

PAGE 3

TOWN COUNCIL AGENDA REPORT

SUBJECT: DISCUSS COUNCIL POLICY COMMITTEE'S PROPOSED STATEMENT OF PURPOSE AND POLICY WORK PLAN

June 16, 2003

present this partial draft Council Protocol Policy to Council in August 2003. At that time, the Committee would also present additional policy focus areas for Council review and comment.

CONCLUSION:

The work of the Council Policy Committee reflects the development of a draft statement of purpose and policy work plan. The Committee recommends that the Council discuss and give direction regarding its statement of purpose and proposed work plan, which includes researching and drafting a Council Protocol Policy. If directed by Council, a draft Council Protocol Policy would be presented to Council by the Committee in August 2003.

FISCAL IMPACT:

Should Council direct the Committee to draft a Council Protocol Policy, it is anticipated that there will be no fiscal impact associated with this action. However, it is important to note that work plan priorities and completion dates should be made in consideration of available resources. Existing staff within the Manager's Office will provide the necessary policy development support.

Attachments:


- | | |
|------------------|--|
| Attachment No. 1 | Council Policy Committee June 3, 2003 Memorandum(supporting materials not included) |
| Attachment No. 2 | Council Policy Committee May 6, 2003 Memorandum |
| Attachment No. 3 | January 2003 Council Retreat Summary Notes |




MEMORANDUM

OFFICE OF THE TOWN MANAGER

TO: TOWN COUNCIL POLICY COMMITTEE
MAYOR SANDY DECKER
COUNCIL MEMBER JOE PIRZYNSKI

FROM: DEBRA J. FIGONE 
TOWN MANAGER

ORRY KORB 
TOWN ATTORNEY

SUBJECT: DISCUSS COUNCIL POLICY COMMITTEE PURPOSE, PROCESS
CONSIDERATIONS, AND POLICY DEVELOPMENT

DATE: JUNE 3, 2003

RECOMMENDATION:

It is recommended that the Town Council Policy Committee discuss its purpose and role and process considerations as it relates to policy development.

PURPOSE:

The purpose of this report is to provide the Council Policy Committee background information as it relates to existing Council policies and policy development.

BACKGROUND:

At its May 6, 2003 meeting, the Council Policy Committee reflected upon its role and goals, identified key policy focus areas, and discussed the development of a policy workplan. In particular, as the Committee evaluated its purpose and mission, the discussion centered around three themes: (1) the long-standing tenure of previous Council Members with respect to their knowledge of unwritten Council policies and practices; (2) consideration of where Town Council policies may be deficient; and (3) the development of a policy reference library. In an effort to address these issues, the Committee discussed the concept of setting a framework for policy development through the establishment of formal, yet flexible Council roles, expectations, and protocols. As a starting point, the foundation for this framework would be the discussions at the January 2003 Council Retreat (Attachment 1) which focused on Council leadership, cooperation, and relationships among Council

consider developing a policy workplan which incorporates Council feedback received as a result of the Committee's June 2, 2003 status update presented under Council matters. It is then recommended that the Committee present a draft policy workplan for further Council discussion at the Monday, June 16, 2003 meeting.

FISCAL IMPACT:

None.

Attachments:

- Attachment 1: Town Council January 2003 Retreat Summary Notes and Staff Report
- Attachment 2: Existing Town Council Policies
- Attachment 3-6: Background Policy Material from the Cities of Sunnyvale, Mountain View, Palo Alto, and Santa Clara.
- Attachment 7: May 6, 2003 Council Policy Committee Staff Report

cc: Town Council
Pamela Jacobs, Assistant Town Manager
Orry Korb, Town Attorney
Jenny Haruyama, Administrative Analyst

DJF:jh


N:\MGR\JHaruyama\Projects\Council Policy Committee\June 3 Council Policy Committee Memo.wpd




MEMORANDUM

OFFICE OF THE TOWN MANAGER

TO: TOWN COUNCIL POLICY COMMITTEE
MAYOR SANDY DECKER
COUNCIL MEMBER JOE PIRZYNSKI

FROM: DEBRA J. FIGONE 
TOWN MANAGER

ORRY KORB 
TOWN ATTORNEY

SUBJECT: DISCUSS COUNCIL POLICY COMMITTEE PURPOSE AND PROCESS
CONSIDERATIONS

DATE: MAY 6, 2003

RECOMMENDATION:

That the Committee consider establishing a statement of purpose and work plan for recommendation to the Town Council. The work plan would outline priority policy focus areas and would serve as the proposed work plan for the Committee. Process suggestions are also included.

DISCUSSION:

The following provides a suggested discussion outline for the Committee's use in determining its role and goals, along with process considerations with respect to the development of new or refinement of existing Town policies. This outline is comprised of three key components: (1) Policy Committee Statement of Purpose; (2) Potential Policy Focus Areas; and (3) Development of a Work plan.

Policy Committee Statement of Purpose

When considering Town policies, the Committee may want to first reflect on its purpose. This process might include a discussion of the Committee's purpose, goals, and desired outcomes which could be achieved through the development of a statement of purpose. An example of such a statement is as follows:

PAGE 2
TOWN COUNCIL POLICY COMMITTEE
SUBJECT: DISCUSS COUNCIL POLICY COMMITTEE PURPOSE AND PROCESS
CONSIDERATIONS
May 6, 2003

Sample Council Policy Committee Statement of Purpose

To identify areas, issues, concerns where Town Council policy needs to be communicated, documented, clarified, or developed in order to enhance the effectiveness of the Council in carrying out its policy making role in the council/manager form of government.

Potential Priority Policy Focus Areas

Upon developing a statement of purpose, the Committee may want to identify key priority policy focus areas. A process for receiving Council input and/or approval should be considered. The specific policy issues within the selected focus areas could be generated by the Committee or by the Council in a retreat-like setting. These areas would range in topic and subject matter and could include, but are not limited to the following:

- Council Practices
- Role of the Mayor
- Council/Staff Relations
- Council Boards/Commission Relations
- Administrative/Council Agenda Streamlining Opportunities
- Legislative Policies
- Ethics
- Council Campaigns
- Budget/Fiscal Policies
- Community Issues

Development of a Work Plan

The suggested priority policy focus area list should be considered as a starting point for discussion. Given the potential depth of the sample topics listed above, priorities will need to be set in consideration of the resources needed to assist the Committee in policy development.

Once the Committee has determined its key priority policy focus areas, a work plan should be developed. This work plan would reflect the Committee's statement of purpose; identify and prioritize key policy focus areas; and anticipate a time frame for completion. The work plan would be reviewed and approved by the Committee and would later be presented to Council for approval. An alternative as indicated above would be to receive Council input prior to developing a work plan.

TOWN COUNCIL POLICY COMMITTEE

SUBJECT: DISCUSS COUNCIL POLICY COMMITTEE PURPOSE AND PROCESS
CONSIDERATIONS

May 6, 2003

CONCLUSION:

It is recommended that the Council Policy Committee develop a statement of purpose and a discuss process for determining policy focus areas and work plan development.

FISCAL IMPACT:

It is anticipated that there will be no fiscal impact associated with the development of a committee statement of purpose or work plan. However, work plan priorities and target completion dates should be made in consideration of available resources. It is anticipated that existing staff within the Manager's Office will provide necessary policy development support.

cc: Town Council
Pamela Jacobs, Assistant Town Manager
Orry Korb, Town Attorney
Jenny Haruyama, Administrative Analyst

DJF:jh

N:\MGRU\Haruyama\Staff Reports\COUNCILPOLICYMEMO.wpd

Administrative Manual (Incomplete)

3/27/2015

TITLE		BRIEF DESCRIPTION	EFFECTIVE
PERSONNEL			
1	Prohibition of the Use of Alcohol and Drugs	To eliminate the use of alcohol and drugs in the workplace.	4/25/1988
2	Reimbursement of Expenses Incurred in Attendance at Governmental Business Functions	To set forth procedures for an advance of funds for attendance at approved governmental business functions, and reimbursement of reasonable expenses incurred in such attendance.	3/25/1987
3	Employee Assistance Program EAP	To set forth the policies and procedure required for the effective use of the Town's Employee Assistance Program.	10/30/1987
4	Flexibility Staffed Class	To establish uniform, Town-wide procedures regarding flexible staffing.	7/1/1989
5	Anti-Harassment	To define harassment and set forth a procedure for the investigation and resolution of complaints of such harassment by or against any Town employee, applicant or person providing services pursuant to a contract with the Town.	10/26/1987
6	Granting Step Increases for Temporary Employees	To establish guidelines for granting pay step increases for temporary employees employed by the Town of Los Gatos.	2/1/1988
7	Continuation of Benefit Coverage While on Leave of Absent Without Pay	To establish premium payment guidelines for the continuation of benefit coverage for an employee on authorized leave of absence without pay for periods exceeding one month.	11/3/1987
8	Overtime	To set forth procedures for non-compensable overtime and to define non-working time.	1/1/1995
9	AFSCME Bonus Pool	To set forth procedures for processing AFSCME Bonus Pool in accordance with AFSCME-MOU.	4/3/1997
10	Drug and Alcohol Testing Procedures and Program	To establish an alcohol and drug testing program as mandated by the Department of Transportation (DOT) to help prevent the misuse of alcohol and drugs by drivers of commercial motor vehicles.	5/19/1997
11	Employee Referral Program	The purpose of the program is to supplement organizational recruitment and employment efforts by encouraging employees to participate in the recruitment process.	1/13/2000
12	Notice of Privacy Practices	To comply with Federal and State HIPPA Privacy Regulations, and to advise Town employees of their rights to protect medical records and other personal health information.	4/14/2003

Administrative Manual (Incomplete)

3/27/2015

TITLE		BRIEF DESCRIPTION	EFFECTIVE
13	Reporting Employee Work-Related Injuries and Illnesses	To establish the procedures for reporting employee work-related injuries and illnesses and initiating worker's compensation benefits.	8/27/2003
14	Domestic Partner	To provide a definition of an employee's Domestic Partner for the purpose of benefits coverage.	3/1/2009
15	Employee Identification Cards	To establish guidelines for issuing employee identification cards to employees, elected/appointed officials, volunteers, visitors, contractors, vendors and consultants.	7/1/2009
16	Workplace Violence Prevention	The Town of Los Gatos recognizes the importance of providing a safe work environment and place to conduct Town business for our residents and visitors. For these reasons procedures have been adopted to establish guidelines for the education and training of employees, as well as procedures to be followed in the event of a workplace violence incident. These guidelines are in conformance with CAL-OSHA Guidelines and accepted law enforcement practice.	5/1/2010
17	Electronic Communications and Information Technology Resources	To establish Town-wide guidelines regarding the appropriate use of Electronic Communications and Information Technology Resources.	10/6/2010
EQUIPMENT			
18	Use of Town Computers, Software and Related Equipment	To set forth policies for the effective development and management of information systems within the Towns.	2/8/1990
19	Claim for Damage to Town Properties or Equipment	To set forth a procedure for the reimbursement to the Town for damages to Town properties or equipment caused by a third party.	
20	Use of Town Vehicles	To establish regulations for the use of Town vehicles in order to ensure equal compensation, for all employees, to minimize liability to the Town and to maintain the Town's positive professional image.	10/25/1988
21	Reporting of Traffic Accidents Involving Town Vehicles	To establish standard reporting procedures for all accidents involving Town vehicles	6/20/1988
22	Town Vehicle and Equipment Acquisition and Replacement	To set forth specific procedures for the acquisition and disposal of vehicle and motorized equipment used by the Town of Los Gatos	4/6/1994
23	E-Mail and Internet System	To establish procedures for the use of the Town's e-mail and Internet System.	1/25/2000

Administrative Manual (Incomplete)

3/27/2015

TITLE		BRIEF DESCRIPTION	EFFECTIVE
24	Email Public Records Archiving System Access Procedures	To provide procedures which will assure proper access to the Town's email public records archiving system.	1/1/2008
25	Use of Cellular Phones	To provide clear guidelines for the use and maintenance of Town-issued cellular phones and for the use of personal cellular phones for Town business.	2/1/2008
FINANCE			
26	Allocation/Interest Income	To set forth procedures for the allocation of interest income earned during the fiscal year to the proper funds and deposit accounts.	10/3/1988
27	Petty Cash	To set forth procedures for the reimbursement of petty cash expenses.	7/29/1992
28	Reissuance of Lost, Misplaced or Stolen Checks	To set forth procedures for the replacement of lost payroll and accounts payable warrants and/or checks.	11/3/1997
PURCHASING			
29	Guidelines for Recycled Product Procurement	To encourage the procurement of recycled materials, reusable products, and products designed to be recycled to the maximum practical extent.	11/22/1991
MISCELLANEOUS			
30	Processing Liability Claims Against the Town	To set forth procedures for processing liability claims filed against the Town of Los Gatos.	3/25/1987
31	Gifts, Gratuities or Rewards	To set forth procedures regarding the acceptance of gifts, gratuities or rewards.	1/25/1989
32	KIOSKS	To provide procedures which will assure proper maintenance of kiosks under Town purview.	2/1/1990
33	Non-Smoking in Town Facilities	To provide for non-smoking area within Town facilities and other guidelines.	3/17/1986
34	Subpoena	This is applicable to any Town employee who is subpoenaed to testify in a lawsuit as a result of his/her official capacity as a Town employee.	3/29/1989
35	Building Department	Set forth statements that reflect Department priorities governing Department operations.	No date available
36	Release of Liability, Assumption of Risk and Indemnity Agreement	To require sponsors of and participants in events on Town property to bear the risk of their activities, rather than exposing the public to the risk of any potential loss.	6/24/1988

Administrative Manual (Incomplete)

3/27/2015

TITLE		BRIEF DESCRIPTION	EFFECTIVE
37	Records Management	(1) To establish a Records Management Program and identify its objectives, scope, organization and functions. (2) To authorize a Records Management Manual for the separate maintenance of all directives and guidelines issued to implement this program.	8/25/1993
38	Order of Succession in the Absence of the Town Manager	To establish order of succession in the absence of the Town Manager.	11/1/1993
39	Open Space Dedication for Development Projects	To eliminate staff time for developing and maintaining new lighting and landscape maintenance districts and to reduce the Town's liability of the dedicated open space property.	10/4/1993
40	Volunteer Fiscal	To summarize fiscal policies contained in the Town Code and the Town Purchasing Manual for Town volunteers, including Town Commission, Committee and Board members.	3/21/1994
41	Los Gatos Neighborhood Center Procedures	To set forth guidelines for renting the Los Gatos Neighborhood Center.	4/27/2005
42	Town Council Chambers Procedures	To set forth guidelines for renting the Town Council Chambers	7/29/1999
43	Use of Panic Alarms and Security Cameras	To establish guidelines for the use of panic alarms and security cameras on Town facilities	1/28/2009
44	Standard Town Council Report Format	Establishes a standard Town Council Agenda Report Format for all Town Council agenda reports.	4/1/1994

**TOWN OF LOS GATOS
TOWN COUNCIL RETREAT
SUGGESTED ACTIONS
January 10-11, 2003**

January 10th Session: Working Together

Implementation and Assessment of Retreat Items

At the conclusion of the Friday session, the council asked: How will we know that this retreat was a success 6-9 months from now?

In response, staff agreed to compile a summary report identifying the main points and suggested action items discussed at the retreat. These items will then be assessed in a progress report or follow up meeting/retreat with the council.

What is an Effective Council Member?

Effective council members are able to balance the following tensions or competing values:

- Being proactive about creating change in the community vs. seeking to preserve and protect the community
- Leading and educating the public on an issue vs. following the wishes of the public
- Recognizing the short term and long term implications of an issue and decision

What is an Effective Council Team?

- Members are prepared and knowledgeable on the issues
- Decisions are made based on the best available information, and a careful interpretation of the data
- Members rely on community input and council discussion at council meetings in making final decisions
- There are no coalitions or well defined voting blocks

What Constitutes Effective Council Discussion?

- There is an openness to differing points of view
- Members are able to disagree with one another
- Differences are managed constructively
- Members listen to each other with respect

How Should the Council Partner with Commissions & Boards?

- Respect and fully consider their decisions and recommendations
- Be cautious about overturning commission decisions
- Review selection of commissioners

Suggested actions:

- ✧ Establish a Council selection committee
- ✧ Enhance the selection process (example: more time for individual interviews perhaps using a Council Selection Committee)
- ✧ Expand efforts to recruit applicant pools
- ✧ Advise unsuccessful applicants prior to Council meetings.
- ✧ Suggest training opportunities for less experienced/qualified candidates to improve competencies

Suggested action: Ensure training and development opportunities are available to commissioners

Suggested action: Develop a communication mechanism for informing commissions about council policy decisions

How Should the Council Partner with Staff?

- The current relationship is working exceedingly well; council admires and appreciates staff
- Council needs to be cautious about overburdening staff
- Council should not do staffs' work
- Council members need to be careful not to create expectations among staff that fit his/her own interpretations, but do not have the full backing of whole council

Suggested action: The Town Manager is empowered to oversee and monitor the Council's actions in regard to overusing or misusing staff; will consult with Mayor or other appropriate Council member as necessary

Suggested action: The Town Manager will function as a central clearing house for advising Council about their individual participation in local and regional groups as representatives of the Town and the Council. This issue will be discussed with the Council Policy Committee.

January 11th Session: Looking Forward

The Strategic Framework

Council asked a number of questions and clarifications in response to the Town Manager's update of the strategic plan. In addition to comments about specific implementation strategies, one overarching action item was suggested.

Suggested action: When possible, staff should provide council with quantitative data regarding status on priorities and goals as a way to help assess success. Example: the number of graffiti incidents per year.

Issue Category #1: Fiscal Health and the Economy

Suggested action: Explore the possibility of creating an economic advisory board (or committee, roundtable, etc.), taking into consideration mission, goals and composition that will make the group most effective.

Suggested action: Explore the possibility of bringing appropriately-scaled convention groups and trade shows to Los Gatos. Align with the San Jose Convention and Visitors Bureau to help identify Los Gatos as a destination for people attending conventions in San Jose.

Suggested action: Explore providing Council on a regular basis a fact sheet reporting sales tax revenue, commercial and residential vacancy rates and other relevant economic trend information.

Suggested action: Explore attracting medical technology firms to locate in town as a complement to the Town's hospitals and medical centers.

Suggested action: Staff should continue to make personal contacts with commercial tenants and owners, including an increased emphasis on reaching out to the brokerage community.

Suggested action: Continue to explore alternative options for enhancing revenue, including user's fees, commercial business license fees, etc.

Suggested action: Explore the possibility of annexation based on a cost/benefit analysis of each site, including infrastructure condition, Town service costs, revenue generated, etc.

Issue Category #2: Communication Outreach and Feedback

Suggested action: Proceed with conducting the Human Needs survey, incorporating Council input and ensuring the survey methodology is sound to ensure valid results.

Suggested action: Explore funding a resident satisfaction survey in the FY 03-04 budget.

Suggested action: Consider holding some council meetings “off site” in a neighborhood location or consider holding special Town meetings in neighborhoods (example: Town Hall in the Neighborhood).

Suggested action: In developing marketing and communication material, consider how to present town information to encourage interest from residents.

Suggested action: Explore the development of a central location or communication vehicle for people to find out about town services.

Suggested action: Explore developing a communication vehicle for informing interested residents about Council policy decisions (example: informing neighborhoods involved in traffic calming efforts where to find information about ultimate Council decision.)

Suggested action: Explore the possibility of creating an email network or list serve for communicating town information to residents.

Suggested action: Work with the local media to advocate including information about some of the less visible community activities in town

Issue Category #3: Community Services

Suggested action: Explore the possibility of holding a youth summit with youth and leaders from existing community groups serving youth to identify issues and actions the Town and its partners can address, as one way to collect information about and assess the interest in the creation of a youth commission or other focused efforts.

Suggested action: Explore in partnership with other organizations opportunities for providing drug and alcohol prevention programs for middle school youth, including identifying programs and models undertaken in other communities.

Issue Category #4: Other Strategic Issues

Suggested action: Refer the possibility of creating an ethics program to the Council Policy Committee.

COUNCIL MATTERS (31A&B.28)

MTA BOARD RESTRUCTURING PROPOSAL/VERBAL REPORT (31A.28)

Mr. Pirzynski explained the letter from Mayor Jose Esteves of the City of Milpitas outlining a proposal to restructure the VTA Board. This proposal would provide a voting seat for all jurisdictions and maintain the same proportional vote representation for the City of San Jose and Santa Clara County. He asked if there was consensus among Council to pursue the review of the board composition so that there will more representation from the individual cities and the ability to have all cities' voices heard in discussion.

Council consensus to have staff write a letter to Milpitas to agree that this would be an avenue to pursue and to allow our Council to participate in considering the VTA Board restructuring.

COUNCIL POLICY COMMITTEE/WORK PLAN/STATEMENT OF PURPOSE (31B.28)

Mayor Decker spoke of the meetings of the Council Policy Committee which has met twice. She spoke of the Statement of Purpose which has been developed to offer a sense of direction, and of the Work Plan to develop a framework for policy development. She noted that the ideas from the January Council retreat were used as a foundation for the current work plan.

Council agreed that the Statement of Purpose met with their consensus.

Council wished to take a general overview of the work plan to see what things they could easily agree upon and then have staff work on those items while they took some additional time and effort on the items that would require extra consideration and discussion.

Mr. Glickman spoke of the new WiFi technology and the need to keep abreast of it before it becomes an issue for our community. Ms McNutt agreed that this subject should return on a later agenda.

MANAGER MATTERS (32.28)

There was no report given this evening.

ADJOURNMENT

Mayor Decker closed this evening's meeting at 11:57 p.m.

ATTEST:

Marian V. Cosgrove
Town Clerk

Council Policy Committee

Proposed Work Plan Items

The Council Policy Committee has identified four key policy categories for its review and consideration for policies to be validated, revised, and/or rescinded: Council Policies, Land Use Policies, Civic Center Facilities Use Policies, and the Administrative Manual.

Due to the complex nature of several of the policy categories proposed, staff has created priority levels based on the Town's Core Values (Community Character, Good Governance, Fiscal Stability, Quality Public Infrastructure, Civic Enrichment, and Public Safety), Council Strategic Goals, legal mandates, staff resources, and/or required stakeholder outreach. The Policy Committee can recommend a different priority level to Council for its consideration and approval.

Below is a summary of the work plan and potential next steps within each policy area.

High Priority: Policy work required for meeting legal compliance or regulatory mandates, advancing land use planning, implement Council priority initiatives, and/or enhance Town operations for key service areas. In general, this policy work includes planned and budgeted projects, but may include unplanned projects to address time sensitive deadlines.

Medium Priority: Policy work needed to address emerging and/or issues. Staff resources may not be immediately available, and Council prioritization of other projects may be needed.

Low Priority: Policy work that is not time sensitive, inhibiting the advancement of Town Council goals, and not planned or budgeted within the current Fiscal Year.

Land Use Policies

Summary: The Council Policy Committee has a matrix and binder of 47 land use policies as well as 17 guidelines and standards, four procedures, and eight plans. Of these, the Committee identified eight guidelines, 33 policies, four procedures, and one plan (Los Gatos Blvd. Plan) for its review. To date, the Committee has recommended to the Town Council the rescission of the Community Benefit Policy, Outdoor Seating Standards, and Development Applications along Los Gatos Blvd. from Spencer Avenue to Route 85 (to be agendized). On May 5, 2015, the Council will consider potential Code amendments to reflect the recommendations of a Council Ad Hoc Committee regarding Alcoholic Beverage and Consumption Policy.

Priority Recommendation: High Priority

This work supports Town Core Values of Community Character, Good Governance, and Fiscal Stability. Staff review of these policies identified a critical need for Committee recommendation and Council action for some policies that conflict with current Town practices and/or are outdated. Committee recommendation and Council action would enhance service delivery and customer service.

Next Steps:

1. On February 26, 2015, the Committee requested that:
 - a. Staff return with a status report and recommendation on:
 - i. Historic Overlay Zone Review Process
 - ii. Personal Service Businesses in the C-2 Zone
 - iii. Restaurants and Specialty Retail Businesses
 - iv. Formula Retail

Target Date to Policy Committee: April 2, 2015
2. Staff analysis and recommendations for the remaining policies requested for the Committee's review.
 - a. Group policies in similar topic areas. **Target Date to Policy Committee: May 2015**
 - b. Determine recommendations to validate, revise, or rescind with estimated timelines. **Target Date to Policy Committee: May 2015**
 - c. Determine if any of the policy work should be considered as a potential Strategic Goal due to community outreach, benchmarking, or other efforts to complete the policy review. **Target Date to Policy Committee: May 2015**
3. The Committee can continue to work through the policies based on the recommendations under item 2b.

Civic Center Facilities Use Policies

Summary: On March 19, 2015, the Council Policy Committee considered a draft work plan to consolidate several policies and the Civic Center Master Plan into a single Civic Center Facilities Use Policy. The Committee requested an updated work plan, including the use of the new Library and its conference room, with the identification of distinct tasks to tackle the unique issues of each facility.

Priority Recommendation: Medium Priority

This work supports Town Core Values of Community Character, Good Governance, and Fiscal Stability. Committee recommendation and Council action would enhance service delivery and customer service by providing consistent procedures for the use of each facility.

Next Steps:

1. Staff is preparing an updated work plan. **Target Date to Policy Committee: April 19, 2015**
2. The Committee can work through the identified tasks in the work plan.

Council Policies

Summary: The Council Policy Committee has a matrix and binder of 23 policies with staff recommendations to validate, revise, or rescind based on the analysis of easily accessible resolutions and other documents. To date, six policies have been validated, three policies have been rescinded, and two policies are pending revision by the Council (2-5: Planning Commission Policies and Procedures, and 2-11: Commission Appointments).

Priority Recommendation: Low to Medium Priority

This work supports Town Core Values of Community Character, Good Governance, Fiscal Stability and Civic Enrichment. Staff resources are not currently available to conduct a comprehensive review of each individual policy; however, staff work is underway to revise selected individual policies to address immediate Town and staff needs. As staff capacity becomes available, other policies may be addressed.

Next Steps:

1. On January 29, 2015, the Committee identified its interest in validating Policy 2-12: Naming Town-Owned Facilities. **Target Date to Policy Committee: April 19, 2015**
2. On March 19, the Committee began discussion of a Notification of Significant Events Policy. Staff is researching proposed definitions for "significant events," and identifying appropriate communication methods to the Council for different types of events. **Target Date to Policy Committee: May 2015**
3. The Town Attorney is working with the Finance Department to propose revisions to 4-1: Town Purchasing Policy and Procedure Manual. **Target Date to Policy Committee: August 2015**

4. The Committee can continue to work through the remaining policies based on the recommendations, recognizing that additional policies may be uncovered that should be considered in this policy category.

Administrative Manual

Summary: On March 19, 2015, the Council Policy Committee requested an index of the Administrative Manual to determine if it contained policies that should be reviewed by the Committee.

Priority Recommendation: Low Priority

This is unplanned and unbudgeted work, and staff resources are currently not available. This work can be evaluated to be included as part of a future Policy Committee work plan or as part of the Council Strategic Goals, and appropriate resources and budget allocated.

Next Steps:

1. While there is no index, staff has begun to identify documents with an Administrative Manual title. **Target Date to Policy Committee: April 2, 2015**
2. Similar to the land use policy work, a survey would be sent to each Department to identify all of its documents with the Administrative Manual title. **Target Date to Policy Committee: TBD 2016**
3. Staff would evaluate each document to determine if it was a policy that required the attention of the Council Policy Committee or if it was an internal procedure implementing Council policy or the Code. **Target Date to Policy Committee: TBD 2016**
4. Staff would analyze each policy document and make a recommend to revise, validate, or rescind. **Target Date to Policy Committee: TBD 2016**
5. The Committee can work through the policies based on the recommendations above.